

TOM SCHEDLER  
SECRETARY OF STATE

STATE OF LOUISIANA  
SECRETARY OF STATE



Commercial Division  
(225) 925-4704

Fax Numbers  
(225) 932-5317 Administrative Services  
(225) 932-5314 Corporations  
(225) 932-5318 UCC

**TRANSMITTAL INFORMATION  
For All Business Filings**

Please indicate below the level of service requested, payment and contact information

☐

Routine

☐

Expedite \$30  
24 hour processing

☐

Check or Money Order Enclosed

☐

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Business Name (List **exactly** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Address

City

State

Zip Code

Daytime phone number

Fax number

Email address

**NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8585 Archives Ave., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.la.gov](http://www.sos.la.gov)

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Secretary of State



## COLLECTION AGENCY/DEBT COLLECTOR REGISTRATION FORM

(Pursuant to R.S. 9:3534.5 B)

Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE: ( ) Original Filing ( ) Amendment ( ) Name Change

The full legal name of the Collection Agency or Debt Collector is

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Previous name of the Collection Agency or Debt Collector is

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Jurisdiction of Organization if Collector is a company

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Address where legal process may be served

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Name of Employer if Collector is an individual

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\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

### INSTRUCTIONS

1. File this form along with the \$25 filing fee with the Secretary of State's office.
2. You will receive a copy marked "Received and Filed" by the Secretary of State.